



# **Edward Byrne Memorial Justice Assistance Grant (JAG)**

## **2014 Non-Drug Task Force Pre-Bid Webinar**

**Missouri Department of Public Safety**

**May 22, 2014**

# DEPARTMENT OF PUBLIC SAFETY

## CRIMINAL JUSTICE/LAW ENFORCEMENT UNIT

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# OUTLINE FOR TODAY

1. General Information
2. Grant Guidelines
3. Application
4. Post-Application Information
5. Post-Award Reporting Requirements
6. Other Resources
7. Questions?

# **GENERAL INFORMATION**

# SOURCE OF FUNDS

- February 26, 1988
  - New York Police Officer, Edward R. Byrne was on detail protecting a witness who agreed to testify in court against local drug dealers
  - Distracted by a knock on the passenger-side window
  - Shot 5 times in the head
  - Both gunmen, along with lookouts, fled the scene
  - Died from wounds at the age of 22
  - Four assailants were captured six days after the murder and were eventually sentenced to 25 years to life
  - Edward Memorial Formula Grant (Byrne) created in Officer Byrne's honor
- Federal Administering Agency:
  - U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA)
- 42 U.S.C. 3751(a) - 2005:
  - Edward Byrne Memorial Justice Assistance Grant (JAG) Program combined the Edward Byrne Memorial Formula Grant (Byrne) and Local Law Enforcement Block Grant (LLEBG) Programs to streamline funding and grant administration.

# FUNDING

**Base Allocation  
+  
Formula  
Allocation  
(population & crime)**

**Missouri**

**Base  
Allocation**

**<\$10K  
Allocations**

**>\$10K  
Allocations**

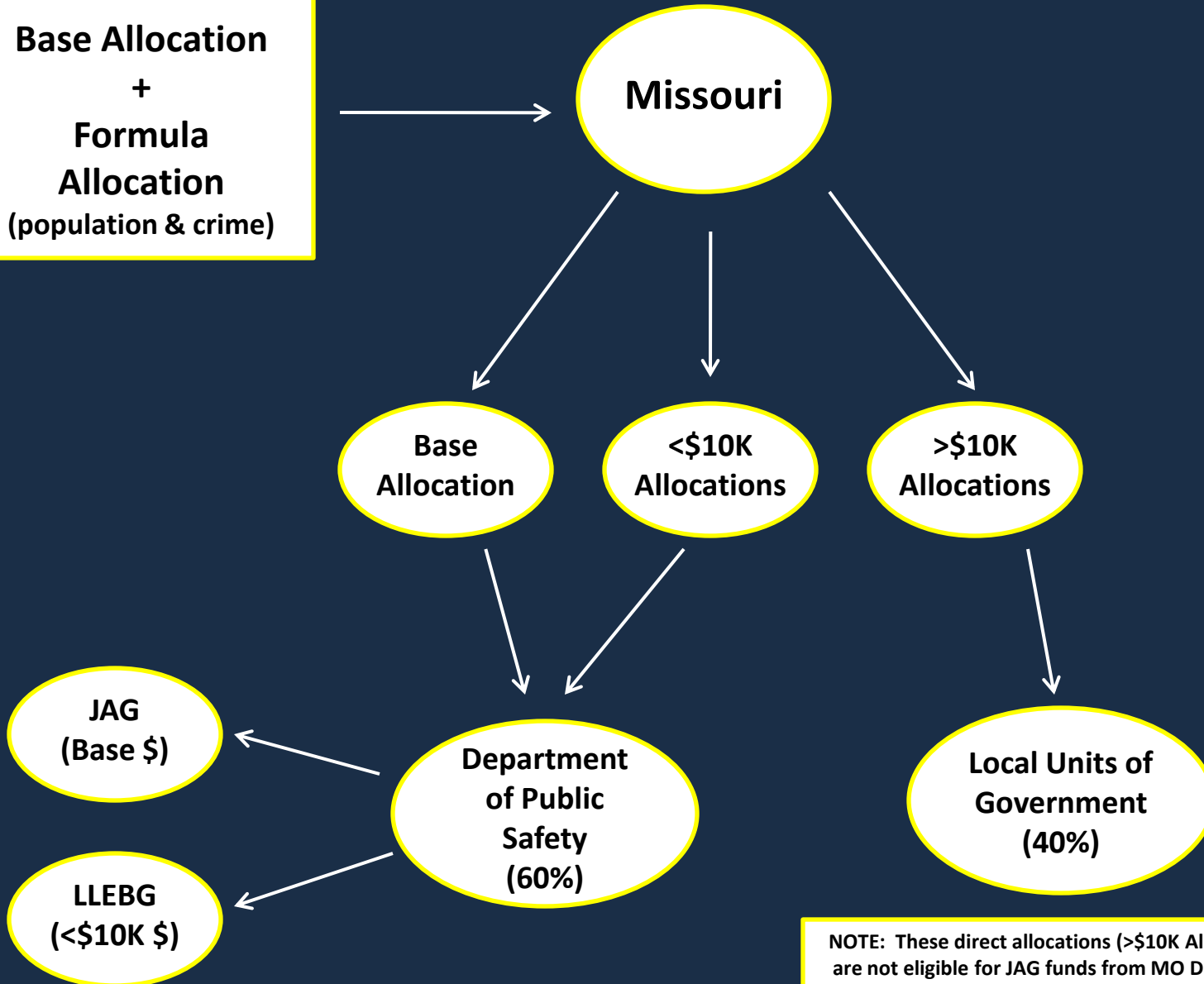
**JAG  
(Base \$)**

**LLEBG  
(<\$10K \$)**

**Department  
of Public  
Safety  
(60%)**

**Local Units of  
Government  
(40%)**

**NOTE: These direct allocations (>\$10K Allocations)  
are not eligible for JAG funds from MO DPS unless  
the project is multi-jurisdictional.**



# FEDERAL AWARD OVERVIEW

Federal Fiscal Year	Federal Award Date	Federal Project Period	JAG	JAG Change from Previous Year	LLEBG (>\$10K)
FY 2005	10/1/2005	10/1/2004 – 9/30/2008	\$5,200,115.80	N/A	\$937,373.00
FY 2006	10/1/2006	10/1/2005 – 9/30/2009	\$3,054,596.80	- 41.26%	\$709,547.00
FY 2007	10/1/2007	10/1/2006 – 9/30/2010	\$4,737,674.30	+ 55.10%	\$873,931.00
FY 2008	10/1/2008	10/1/2007 – 9/30/2011	\$1,971,915.25	- 58.38% (ARRA)	\$482,295.75
FY 2009	10/1/2009	10/1/2008 – 9/30/2012	\$5,215,081.60	+ 164.47%	\$813,572.00
FY 2010	10/1/2010	10/1/2009 – 9/30/2013	\$5,042,904.30	- 3.3%	\$804,044.00
FY 2011	10/1/2011	10/1/2010 – 9/30/2014	\$4,057,417.80	- 19.54%	\$646,188.30
FY 2012	10/1/2012	10/1/2011 – 9/30/2015	\$3,218,055.30	- 20.69%	\$607,462.20
FY 2013	10/1/2013	10/1/2012 – 9/30/2016	\$3,258,824.00	1.27%	\$688,504.00
FY 2014	10/1/2014	10/1/2013 – 9/30/2017	?	?	?

- Federal Fiscal Year = October 1 to September 30
- State Fiscal Year = July 1 to June 30
- FY 2014 will first be used with LLEBG on 1/1/15 and with JAG on 7/1/15
- FY 2014 Federal Preliminary Total Award = \$4,228,536 (compared to \$4,385,920 in FY 2013; approximately \$160,000 less)

# **GRANT GUIDELINES**



# GOVERNING DIRECTIVES

- 42 U.S.C. 3750 Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968
- Office of Justice Programs (OJP) Financial Guide:  
[www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm)
- Office of Management and Budget (OMB) Circulars:  
[www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default)
  - A-87: Cost Principles for State and Local Governments
  - A-102: Uniform Administrative Requirement for Grants-in-Aid to State and Local Governments
  - A-133: Audits of States, Local Governments, and Non-Profit Organizations
- 28 CFR Part 69: Restrictions on Lobbying
- 28 CFR Part 23: Criminal Intelligence Systems Operating Policies
- Executive Order 12549: Debarment and Suspensions
- Variety of other federal laws, rules, and guidance

# ELIGIBLE APPLICANTS

- Any state or local unit of government
  - Except those eligible for a direct FY 2013 JAG award, unless submitting for a multi-jurisdictional project
  - Refer to Appendix A of the 2014 JAG Solicitation, page 112
  - Non-profit or for-profit organizations are not eligible
- State agencies must have budgetary spending authority prior to submitting an application
- Law enforcement agencies must apply through their respective local unit of government (pass-thru agency)
- Jurisdictions currently served by a grant-funded task force should request resources through the established task force
- Separate application for each “project”

# ELIGIBILITY REQUIREMENTS

Law enforcement applicants must be in compliance with the following state statutes:

- **Section 43.505 RSMo:** Monthly Uniform Crime Reporting (UCRs)
- **Section 590.650 RSMo:** Annual Racial Profiling Reporting
- **Section 513.653 RSMo:** Annual Federal Forfeiture Report
- **Section 590.700 RSMo:** Recording of Custodial Interrogations
- **Section 577.005 RSMo:** Forwarding Intoxication-Related Offenses

# ELIGIBLE PROGRAM AREAS

1. Law Enforcement
2. Prosecution & Court
3. Prevention & Education
4. Corrections & Community Corrections
5. Drug Treatment
6. Planning, Evaluation, & Technology Improvement
7. Crime Victim & Witness Programs

# ELIGIBLE BUDGET CATEGORIES

1. Personnel
2. Personnel Benefits
3. Personnel Overtime
4. Personnel Overtime Benefits
5. Travel/Training
6. Equipment
7. Supplies/Operations
8. Contractual

# ALLOWABLE COSTS

- OJP Financial Guide, Part III, Chapter 3.9
- Allowable costs include, but are not limited to:
  - Salaries & Benefits
  - Overtime & Benefits
  - Training & Travel Costs
  - Fleet Fuel/Mileage
  - Equipment
  - Office Furniture
  - Vehicle Lease or Purchase
  - Vehicle Insurance
  - Office Telephones
  - Cell Phones
  - Internet Service
  - Postage
  - Office Supplies
  - Office Rent
  - Utilities
  - Printing
  - Training Materials
  - Membership Dues
  - Consultant Services

# UNALLOWABLE COSTS

- In part based on OJP Financial Guide, Part III, Chapter 3.13
- In part based on DPS-imposed liabilities
- Unallowable costs include, but are not limited to:
  - Acquisition of Real Property
  - Aircraft (excluding police helicopters)
  - Alcohol/Bar Charges
  - Bonuses or Commissions
  - Canines and Canine Expenses
  - Compensation of Federal Employees
  - **NEW FY15!** Confidential Funds
  - Construction/Renovation Projects
  - Consultant Rates over \$450/day
  - Entertainment Expenses
  - Finance Fees/Late Charges
  - First Class Travel
  - Less than Lethal Weapons
  - Lobbying or Fundraising
  - Military-type Equipment
  - Non-Compliant Mobile Radios
  - Personal Incentives for Employment
  - Pre-Paid Fuel or Phone Cards
  - Push Bumpers
  - Radar Guns
  - Spikes/Stop Sticks
  - Tasers
  - Vehicles (excluding police cruisers)
  - Vessels (excluding police boats)
  - Weapons and Ammunition

# PROJECT PERIOD

- Contract Period: July 1, 2014 to June 30, 2015
  - 12 month contract period
  - No requests to extend this contract period
  - Any funds not used will lapse
- Funds obligated within the contract period
  - Activities occurring before the contract period start date or after the contract period end date are not allowable
  - Must pro-rate expenses where necessary
- Funds expended within 60 days of contract period end
- Funds disbursed monthly (reimbursement)



# LOCAL MATCH

- No local match requirement
  - Where applicable, local match created buy-in from the member agencies
  - Local match augmented the grant funding
  - Federal agency is encouraging all states to discontinue the match requirement
  - Where applicable, grantees can continue imposing mandatory and/or voluntary contributions from member agencies
  - Must be mindful of the total amount of funding available vs. the total amount of requests

**APPLICATION**

# GENERAL APPLICATION GUIDELINES

- Solicitation released Wed., May 21, 2014
  - DPS JAG website:  
<http://www.dps.mo.gov/dir/programs/cjle/jag.asp>
  - DPS WebGrants Funding Opportunity:  
<https://dpsgrants.dps.mo.gov>
- Applications must be submitted online in WebGrants
  - Paper applications will not be accepted
- Applications due by 5:00 p.m. on Wed., June 18, 2014
  - WebGrants will not accept late applications - - start early!

# HOW TO APPLY

- Applicant must be registered within WebGrants to access the grants management system and funding opportunity
- Use the JAG Solicitation and the WebGrants form instructions to aid in the completion and submission of an application; re-read the form instructions and the information provided to ensure relevance and completeness
- The JAG Non-DTF Application has 18 components (forms); each component must be “Marked Complete”
- Form and field instructions have been provided to aid in the completion of each form
- Each form has required fields indicated by a red asterisk (\*) ; form cannot be saved until each field contains data
- Do not use CAPS when filling out the application forms!!

# STEP #1 – LOGIN or REGISTER

Missouri Department of Public Safety

System Compatibility

Log In

**Login**

User ID:\*

Password:\*

Login

[Forgot Password?](#)

**New to WebGrants - Missouri Department of Public Safety?**

[Register Here](#)

**Announcements**

Welcome to the Missouri Department of Public Safety's WebGrants homepage!

First time users must register themselves and their organization before using WebGrants. Click "Register Here" above to complete the registration form. Be sure the information provided is that of your applicant agency and work contact. Once completed, your registration will be subject to approval by the Department of Public Safety.

Returning users may enter their User ID and Password above to access WebGrants. If you have forgotten your password, click "Forgot Password" to have it sent to your email. If you have forgotten your User ID and Password, contact a Department of Public Safety staff member.

Approved users may add additional users from their organization under the "My Profile" once logged into WebGrants. Users which have been added by an approved user are not subject to approval by the Department of Public Safety.

Approved users which are associated with multiple organizations should contact the Department of Public Safety to allow access to view each organization's grants. These users should not register in WebGrants more than once as each registration assigns a new login. The user would be unable to maintain all relevant grants under one login if registered more than once.

If you have questions or problems, please email [dpswebgrants@dps.mo.gov](mailto:dpswebgrants@dps.mo.gov) or call (573) 751-4905. If you have questions

Returning Users or Organizations:

enter UserID and Password

New Organizations:

click the 'Register Here' link; refer to page 49 of the 2014 JAG Solicitation

# STEP #2 – VERIFY ‘MY PROFILE’

1. Maintain profile and contact information
2. Maintain organization’s information
  - Do not change the Applicant Agency name though
3. Add additional registered users
  - Add only if individual is not already a registered user
    - Notify DPS to add if individual is already a user associated with a different grant
  - Existing sub-grantees should submit a “Change of Information Form” if new individuals are added by sending an email via the ‘Correspondence’ component of WebGrants
4. Remove registered users
  - Do not delete a registered user yourself; the individual is not automatically removed from the General Information form as a grantee contact or from the Distribution List
  - Notify DPS if an individual needs to be removed
    - Existing sub-grantees should submit a “Change of Information Form” via the ‘Correspondence’ component of WebGrants
    - New applicants should contact a DPS staff member identified in the solicitation

# CLARIFICATION OF ALERTS & NOTIFICATIONS

- Two types of notifications:
  - **Automated alerts** triggered on application and grant phases (e.g. status change, submission, negotiation, approval, not approved)
  - **Mass distribution list emails** from DPS staff (e.g. reminders, updates, training notices)
- Alerts/Notifications are sent from **dpswebgrants@dps.mo.gov**
  - Add to safe sender list or a contact list to avoid being treated as junk/spam
  - Do not overlook these alerts as they can contain important and time-sensitive information
- While the record is in the “**My Applications**” module, only the **Primary Contact** receives system-generated alerts
- While the record is in the “**My Grants**” module, the **Primary Contact and Additional Grantee Contacts**, as applicable, receive system-generated alerts

# STATUS OVERVIEW

## My Applications:

- **Submitted** – application has been submitted by the grantee
- **Under Review** – application has been assigned for review
- **Correcting** – application is being edited by the grantee
- **Approved** – application has been approved, following any necessary revisions by the grantee
- **Awarded** – award of contract documents being signed by grantee and grantor

## My Applications – Archived Applications:

- **Editing** – application was initiated but never submitted prior to the close of the funding opportunity
- **Withdrawn** – application has been withdrawn from consideration by the grantor per request by the grantee

## My Grants:

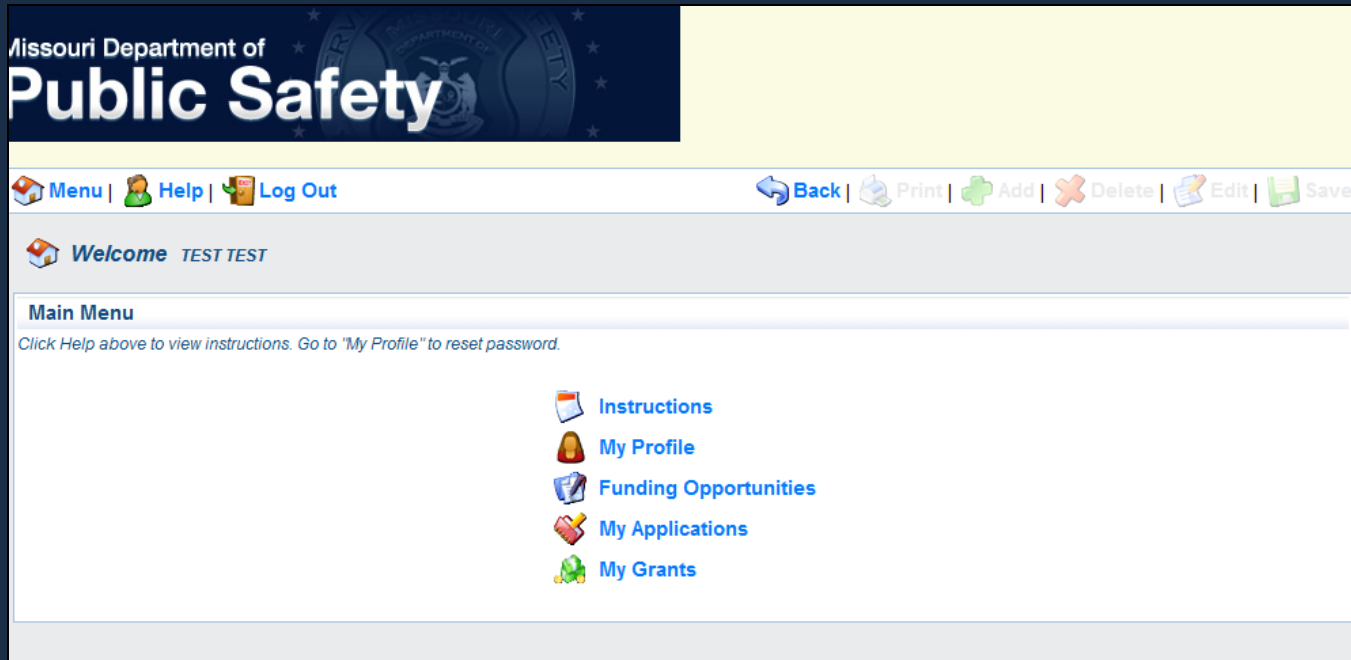
- **Underway** – application officially becomes a grant
- **Suspended** – grant has been “frozen” due to delinquent reporting and/or inappropriate activities

## My Grants – Closed Grants:

- **Closed** – grant has been closed by grantor

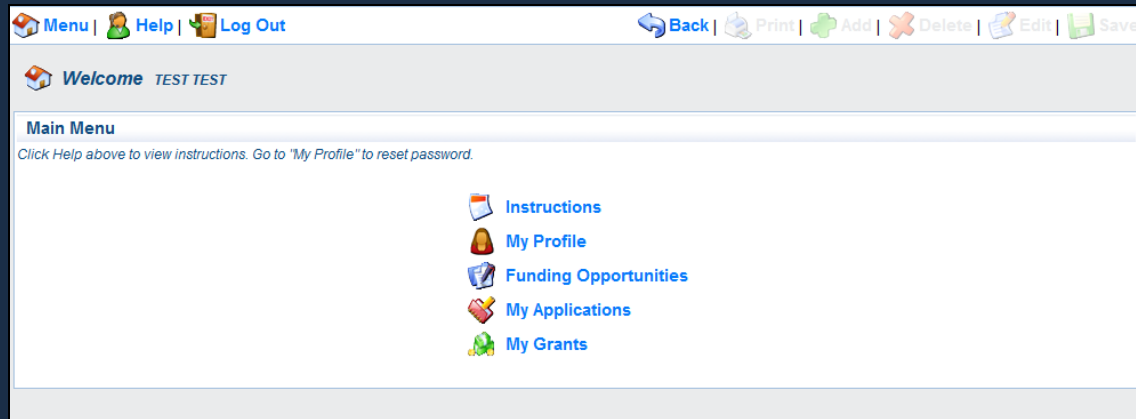


# WEBGRANTS - MAIN MENU



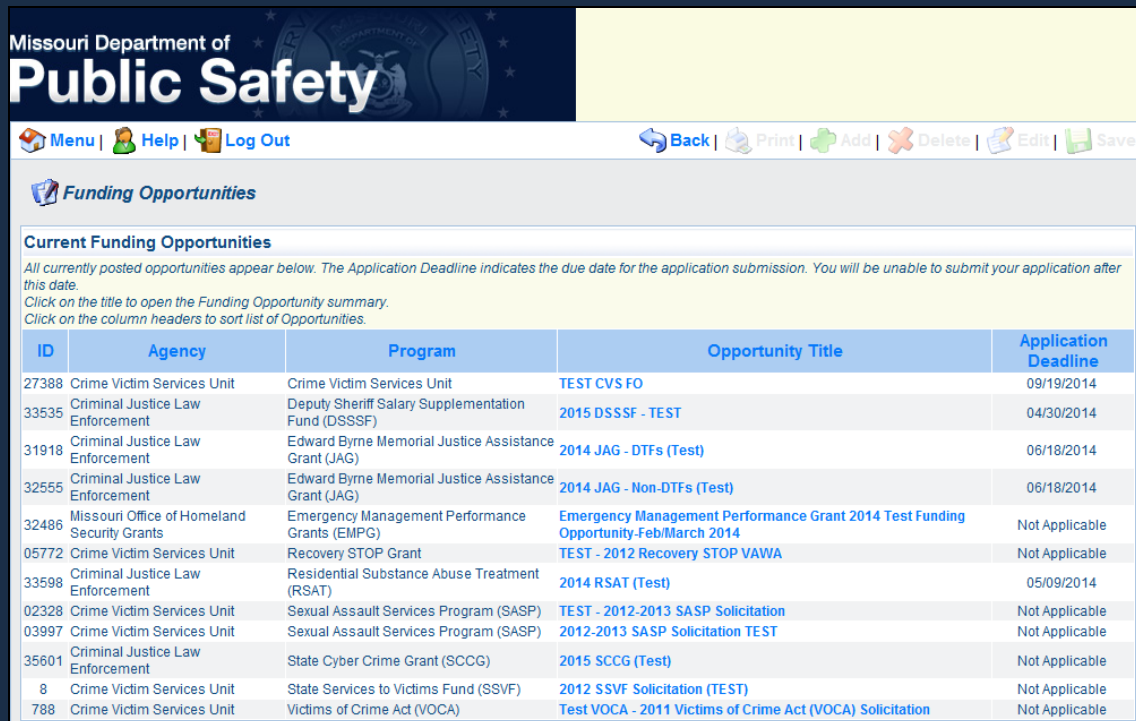
- **Instructions:** general instructions and navigational aids
- **My Profile:** maintain contact information, reset password, & add users
- **Funding Opportunities:** displays posted program funding opportunities
- **My Applications:** displays previously created applications for the user's organization
- **My Grants:** displays awarded grants for a user's organization

# STEP #3 – FIND FUNDING OPPORTUNITY



The screenshot shows the 'Main Menu' of a web application. At the top, there is a navigation bar with links for 'Menu', 'Help', and 'Log Out'. Below this, a 'Welcome TEST TEST' message is displayed. The 'Main Menu' section contains a list of links: 'Instructions', 'My Profile', 'Funding Opportunities', 'My Applications', and 'My Grants'. A note at the bottom of the menu states: 'Click Help above to view instructions. Go to "My Profile" to reset password.'

1. Select “Funding Opportunities” from the Main Menu



The screenshot shows the 'Funding Opportunities' page of the Missouri Department of Public Safety. The page header includes the department name and a 'Public Safety' logo. Below the header, there is a navigation bar with links for 'Menu', 'Help', and 'Log Out'. The 'Funding Opportunities' section is titled 'Current Funding Opportunities' and includes a note: 'All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on the title to open the Funding Opportunity summary. Click on the column headers to sort list of Opportunities.'

ID	Agency	Program	Opportunity Title	Application Deadline
27388	Crime Victim Services Unit	Crime Victim Services Unit	TEST CVS FO	09/19/2014
33535	Criminal Justice Law Enforcement	Deputy Sheriff Salary Supplementation Fund (DSSSF)	2015 DSSSF - TEST	04/30/2014
31918	Criminal Justice Law Enforcement	Edward Byrne Memorial Justice Assistance Grant (JAG)	2014 JAG - DTFs (Test)	06/18/2014
32555	Criminal Justice Law Enforcement	Edward Byrne Memorial Justice Assistance Grant (JAG)	2014 JAG - Non-DTFs (Test)	06/18/2014
32486	Missouri Office of Homeland Security Grants	Emergency Management Performance Grants (EMPG)	Emergency Management Performance Grant 2014 Test Funding Opportunity-Feb/March 2014	Not Applicable
05772	Crime Victim Services Unit	Recovery STOP Grant	TEST - 2012 Recovery STOP VAWA	Not Applicable
33598	Criminal Justice Law Enforcement	Residential Substance Abuse Treatment (RSAT)	2014 RSAT (Test)	05/09/2014
02328	Crime Victim Services Unit	Sexual Assault Services Program (SASP)	TEST - 2012-2013 SASP Solicitation	Not Applicable
03997	Crime Victim Services Unit	Sexual Assault Services Program (SASP)	2012-2013 SASP Solicitation TEST	Not Applicable
35601	Criminal Justice Law Enforcement	State Cyber Crime Grant (SCCG)	2015 SCCG (Test)	Not Applicable
8	Crime Victim Services Unit	State Services to Victims Fund (SSVF)	2012 SSVF Solicitation (TEST)	Not Applicable
788	Crime Victim Services Unit	Victims of Crime Act (VOCA)	Test VOCA - 2011 Victims of Crime Act (VOCA) Solicitation	Not Applicable

2. Select the appropriate “Opportunity Title” from the list of posted grants

# STEP #4 - CREATE APPLICATION

The screenshot shows a web application interface for 'Funding Opportunities'. At the top, there's a navigation bar with 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' icons. Below this is a 'Funding Opportunities' header. A 'Current Applications' section shows a table with columns 'ID', 'Application Title', and 'Status', but it's empty with the message 'No existing applications'. Below that, 'Opportunity Details' for '32555-2014 JAG - Non-DTFs (Test)' are shown, with links for 'Copy Existing Application' and 'Start a New Application'. The details include 'Award Amount Range: Not Applicable', 'Project Start Date: 07/01/2014', 'Project End Date: 06/30/2015', 'Award Announcement Date: 16.738', 'Program Officer: Heather Haslag', 'Phone: 573-751-1318 x', and 'Email: Heather.Haslag@dps.mo.gov'. A 'Description' section follows, with 'Background' text about the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, 'Eligible Applicants' text about state and local units of government, 'Purpose Areas' text about JAG funds, and 'Match Requirement' text stating there is no local match requirement. An 'Attachments' section lists three files: '2014 JAG Certified Assurances' (141 KB), '2014 JAG Solicitation.pdf' (2.7 MB), and 'WebGrants How-To-Apply Manual' (4.0 MB). Finally, a 'Website Links' section lists a URL 'http://www.dps.mo.gov/dir/programs/cjle/jag.asp' and its description 'MO Department of Public Safety, JAG webpage'.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

## Funding Opportunities

**Current Applications**

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
No existing applications		

**Opportunity Details** [Copy Existing Application](#) | [Start a New Application](#)

**32555-2014 JAG - Non-DTFs (Test)**

**Edward Byrne Memorial Justice Assistance Grant (JAG)**  
Application Deadline: Accepted on a Continual Basis

Award Amount Range: Not Applicable  
Project Start Date: 07/01/2014  
Project End Date: 06/30/2015  
Award Announcement Date: 16.738  
CFDA Number: 16.738

Program Officer: Heather Haslag  
Phone: 573-751-1318 x  
Email: [Heather.Haslag@dps.mo.gov](mailto:Heather.Haslag@dps.mo.gov)

**Description**

**Background:**

In honor of **Police Officer Byrne**, a major U. S. Department of Justice initiative was titled the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The Department's Bureau of Justice Assistance (BJA) administers the program, which allow states and local governments to support a broad range of activities to prevent and control crime and to improve the justice system.

JAG supports local law enforcement, including multi-jurisdictional drug and gang task forces, domestic violence and child abuse investigators, DARE and School Resource Officers, drug courts, corrections, treatment, victim services, information sharing/technology, and other prevention initiatives that strengthen the nation's criminal justice system.

**Eligible Applicants:**

Any state or local unit of government within Missouri, is eligible to submit an application for funding. However local units of government which receive a direct JAG allocation from BJA are not eligible to apply for these funds through DPS unless their proposed project is multi-jurisdictional. State agencies must have budgetary spending authority for their requests.

**Purpose Areas:**

JAG funds may be used for state and local initiatives, technical assistance, personnel, training, travel, equipment, supplies and operational costs, contractual support, and information systems for criminal justice for any one of the following 7 purpose areas:

1. Law Enforcement
2. Prosecution and Court
3. Prevention and Education
4. Corrections and Community Corrections
5. Drug Treatment
6. Planning, Evaluation, and Technology Improvement
7. Crime Victim and Witness (other than compensation)

**Match Requirement:**

There is no local match requirement for the 2014 JAG funding opportunity.

**Attachments**

Click on the File Name to open attachment

Description	File Name	File Size
2014 JAG Certified Assurances	<a href="#">2014 JAG Certified Assurances.pdf</a>	141 KB
2014 JAG Solicitation	<a href="#">2014 JAG Solicitation.pdf</a>	2.7 MB
WebGrants How-To-Apply Manual	<a href="#">WebGrants - Grantee Application Manual (Nov 2011).pdf</a>	4.0 MB

**Website Links**

Click on the URL to go to website

URL	Description
<a href="http://www.dps.mo.gov/dir/programs/cjle/jag.asp">http://www.dps.mo.gov/dir/programs/cjle/jag.asp</a>	MO Department of Public Safety, JAG webpage

## Funding Opportunity screen includes:

- General Information
- Description
- Attachments
- Website Links

### 1. Copy Existing Application:

- used by organizations reapplying for funds under the JAG program area
- application is created with same information supplied for the 2013 JAG application (if the same form is used)

### 2. Start a New Application:

- used by organizations that have not applied under the JAG program area
- application is created with no existing data

**MAKE SURE IF COPYING AN EXISTING APPLICATION, TO COPY FROM THE SAME PROGRAM AREA!!**

**ALSO, IF COPYING AN EXISTING APPLICATION, BE PATIENT AND DO NOT CLICK SAVE MORE THAN ONCE!**

# FORM #1: GENERAL INFORMATION

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

**Instructions**

*This page must be completed and saved before proceeding with the rest of the application process.*

**General Information**

Primary Contact:\* TEST TEST

Project Title:  
(limited to 250 characters)\*

Organization:\*

[Return to Top](#)

## 1. Complete the form:

- **Primary Contact:** select from the drop-down box, which will pre-populated based on name of the individual associated with the login information.
  - This individual will be the recipient of emails during the application, review, and negotiation phases.
- **Project Title:** enter a brief descriptive title for the proposed project. If the application is a continued project, use the same project title from past years.
  - Do not use the grant or funding opportunity name!
- **Organization:** select from the drop-down box, which will pre-populate based on the organization associated with the selected primary contact person.

1. Click “Save” when completed

2. Review the form

3. Click Edit to make changes and/or click the “Go to Application Forms” link to continue

# STEP #5 – COMPLETE FORMS

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Application**

**Application: 32856 - Non-DTF Test Application**

**Program Area:** Edward Byrne Memorial Justice Assistance Grant (JAG)

**Funding Opportunity:** 32555 - 2014 JAG - Non-DTFs (Test)

**Proposal Deadline:** 06/18/2014

**Instructions**

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

**Application Forms** [Application Details](#) | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
General Information	✓	05/20/2014
Contact Information		
Project Summary		
Budget		
Brief History of Project Agency		
Statement of the Problem		
Goals and Objectives		
Type of Program		
Proposed Service Area		
Project Implementation		
Supplanting		
Community Impact		
Evaluation Procedure		
Report of Success		
Audit Requirements		
Required Attachment		
Other Attachments		
Certified Assurances		

The 'Application Forms' screen displays all the application forms for JAG.  
The 'Complete' column will track the completion of each form.  
The 'Last Edited' column will track any changes to each form.

*Each form must be 'marked complete' before the application may be submitted.  
A checkmark in the 'Complete' column will not prevent you from making edits.*

# FORM #2: CONTACT INFORMATION

**Contact Information**

**Authorized Official**  
The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Presiding Commissioner, Mayor, City Administrator, University President, State Department Director)

Name:  Title:  First Name:  Last Name:   
Job Title:   
Agency:   
Mailing Address:   
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.  
Street Address 1:   
If a PO Box is entered on the Mailing Address line, enter the physical street address here.  
Street Address 2:   
City/State/Zip:  Missouri  Zip:   
Email:   
Phone:  Ext.:   
Fax:

**Project Director**  
The Project Director is the individual that will have direct oversight of the proposed project. If the project agency is a law enforcement agency, the Project Director must be the Chief, Sheriff, or Director of Public Safety.

Name:  Title:  First Name:  Last Name:   
Job Title:   
Agency:   
Mailing Address:   
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.  
Street Address 1:   
If a PO Box is entered on the Mailing Address line, enter the physical street address here.  
Street Address 2:   
City/State/Zip:  Missouri  Zip:   
Email:   
Phone:  Ext.:   
Fax:

**Fiscal Officer**  
The Fiscal Officer is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance).

Name:  Title:  First Name:  Last Name:   
Job Title:   
Agency:   
Mailing Address:   
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.  
Street Address 1:   
If a PO Box is entered on the Mailing Address line, enter the physical street address here.  
Street Address 2:   
City/State/Zip:  Missouri  Zip:   
Email:   
Phone:  Ext.:   
Fax:

**Officer in Charge (if applicable)**  
The Officer in Charge is the individual that will act as the supervisor or commander of the proposed project, if different than the Project Director listed above. This individual will be the primary contact for day-to-day questions regarding the grant project and operations.

Name:  Title:  First Name:  Last Name:   
Job Title:   
Agency:   
Mailing Address:   
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.  
Street Address 1:   
If a PO Box is entered on the Mailing Address line, enter the physical street address here.  
Street Address 2:   
City/State/Zip:  Missouri  Zip:   
Email:   
Phone:  Ext.:   
Fax:

[Return to Top](#)

1. Complete the entire form as indicated:
  - **Authorized Official (AO)** – the individual that has the ability to legally bind the applicant agency in a contract
  - **Project Director (PD)** – the individual that will have direct oversight of the proposed project
  - **Fiscal Officer (FO)** – the individual who has responsibility for accounting and audit issues at the applicant agency level
  - **Officer in Charge (OIC)**, if applicable – the individual that will act as the supervisor or commander of the proposed project
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the data is complete

**Check yourself...**

- 1) Is each individual identified correctly?
- 2) Is the contact information current and accurate?

# FORM #3: PROJECT SUMMARY

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32856 - Non-DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the Grant Solicitation for program-specific instructions and guidelines to complete this form.

**Project Summary**

**Application Type:**  
NEW - the application is being submitted as part of a competitive bid process and is not currently funded by the Department of Public Safety.  
RENEWAL - the agency has specifically been notified of the opportunity to renew an existing contract.  
CONTINUATION - the application is being submitted as part of a competitive bid process to continue a project currently funded by the Department of Public Safety.  
EXPAND/ENHANCE - the application is being submitted as part of a competitive bid process to specifically expand or enhance an existing project currently funded by the Department of Public Safety.

**Current Contract Number(s):**  
List all active contract numbers as assigned by the Department of Public Safety relating to the proposed project. If you have more than one active contract number, separate each number by commas.

**Program Category:**  
Select the program category as it relates to the proposed project and by which the project will be classified for evaluation purposes.

**Project Type:**  
Select the target population to be served by this project.

**Geographic Area:**  
Identify the geographic area to be served by the proposed project.

**Brief Summary:**  
Provide a brief summary of the proposed project and the services that will be offered.

**Program Income Generated:**  
Program Income is defined as any income/revenue generated as a direct result of a grant-funded project. Identify whether or not program income will be generated as a result of this project.

Application Type:

Current Contract Number(s):

Program Category:

Project Type:

Geographic Area:

Brief Summary:

Program Income Generated: ☐ Yes ☒ No

Return to Top

1. Complete the entire form as indicated:
  - **Application Type** – select ‘New’ or ‘Continuation’
  - **Current Contract Number(s)** – leave blank if ‘New’ or enter your 2013 JAG contract number if ‘Continuation’
  - **Program Category** – select purpose area
  - **Project Type** – select ‘Statewide’, ‘Regional’, or ‘Local’
  - **Geographic Area** – enter general service area
  - **Brief Summary** – enter brief description of proposed project and costs
  - **Program Income** – select ‘Yes’ or ‘No’
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

Check yourself...

- 1) Is the form current and accurate?

# FORM #4: BUDGET

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32856 - Non-DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the 2014 JAG Solicitation for specific instructions and examples to complete this form.

**Budget Category:**

- To add a new item to a budget category, click "Add".
- To revise an item that has been added to a budget category, click on the respective blue hyperlink in the Item column of the budget to open the specific budget line or click "Edit" on the toolbar to open all budget lines and justification text boxes at once.
- To delete an item that has been added to a budget category, click on the respective blue hyperlink in the Item column of the budget and click "Delete".

NOTE: If you are not requesting funding from a budget category, do not add a line item under that budget category and do not leave a \$0 budget lines in the budget category!

**Budget Justification:**

- To provide or edit the required justification for a budget category, click "Edit". If you have added a line item under any budget category, justification for that budget category must be provided before the justification portion of the form can be saved. Required sections will be marked with a red asterisk (\*).

**Personnel** [Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

1. Include all personnel to be funded on the proposed project. If the project includes more than one individual, repeat this step for each person.  
2. The Total Cost will automatically calculate as Salary per Pay Period x Number of Pay Periods x % of Funding Requested.

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Funding Requested	Total Cost
\$0.00							

**Personnel Justification**

Personnel Justification

If personnel is not included in the budget, skip this section.

If personnel is included in the budget, provide justification for each position.

If the position is **new (created)**:

- Provide a description of the job responsibilities the individual will be expected to perform

If the position **exists (retained)**:

- Provide a description of the job responsibilities
- Provide a description of the experience possessed by the individual
- Identify any certification the individual possesses as it relates to the position

If a salary increase is included, address the individual's eligibility for such increase, the percentage of increase, and the effective date of the increase.

**Personnel Benefits** [Add](#)

1. Identify the fringe benefits for which funds are requested. If an individual is eligible for multiple benefits, repeat this step for each benefit.  
2. The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost
					\$0.00

*NOTE: Absent of local match, reflect the % of Funding Requested appropriately!*

## 1. Complete the Budget:

- To **create new budget lines**, click "Add" for the appropriate category
- To **edit an existing budget line**, click on the blue hyperlink of the budget item, make the changes, and click "Save"
- To **delete an existing budget line**, click on the blue hyperlink of the budget item and click "Delete"
- DO NOT LEAVE \$0 BUDGET LINES!**

## 2. Complete the Budget Justification

- To enter or edit, click "**Edit**"
- Click "Save" when completed

## 3. Review for accuracy

## 4. Click "Mark as Complete" when the form is complete

### Check yourself...

- Are the budget lines clearly labeled? Is the basis for cost estimate clearly identified for each budget line?
- Does the budget justification address each cost item and provide all requested information?



# FORM #5: BRIEF HISTORY OF PROJECT AGENCY

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

## Application

### Application: 32856 - Non-DTF Test Application

**Program Area:** Edward Byrne Memorial Justice Assistance Grant (JAG)

**Funding Opportunity:** 32555 - 2014 JAG - Non-DTFs (Test)

**Proposal Deadline:** 06/18/2014

### Instructions

Refer to the [2014 JAG Solicitation](#) for clarification or examples to complete this form.

### Brief History of Project Agency

**Brief History of Project Agency\***

Provide the following information to provide an overview of the Project Agency:

- Brief history of the Project Agency.
- Various other programs/services provided by the Project Agency, especially those that coordinate with the requested project.

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Path: \_\_\_\_\_ Words: 0

1. Provide the requested information:
  - Brief “history” of Project Agency
  - Description of services provided by the Project Agency
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

## Check yourself...

- 1) Did you provide a brief overview of the project agency (e.g. Sheriff's Office, Police Dept., Prosecuting Attorney's Office, State Department)?
- 2) Did you provide a description of the services provided by the project agency (e.g. 24/7 policing, DARE or SRO, jail/detention center, crime laboratory, drug court, cold case unit, domestic violence unit)?
- 3) Does the information provide DPS with a basic understanding of the project agency?

# FORM #6: STATEMENT OF PROBLEM

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32856 - Non-DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the [2013 JAG Solicitation](#) for clarification or examples to complete this form.

**Statement of the Problem**

Statement of the Problem\*

Provide the following information to define the problem that you will be attempting to impact with the project for which you are requesting funds:

- Identify the problem(s) being addressed by the use of funds being requested.
- Include current facts and statistics on incidents of crime to demonstrate a need for funding.
- Identify existing resources (or the lack thereof), demographic and geographic specifications, etc. to demonstrate a need for funding.

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1. Provide the requested information:
  - Identify problem references
  - Include facts and statistics
  - Identify existing resources, demographic or geographic specifications, etc.
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

## Check yourself...

- 1) Are the problem references clearly identified and relative to the proposed project?
- 2) Did you include facts and/or statistics to support the problem references? Are the facts and statistics current?
- 3) Did you demonstrate a need for funding?

# FORM #7: GOALS & OBJECTIVES

The screenshot shows a web application interface for 'Application: 32856 - Non-DTF Test Application'. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the application title, a yellow box contains the following information: Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG), Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test), and Proposal Deadline: 06/18/2014. The 'Instructions' section states: 'For examples of acceptable goals and objectives, refer to the 2014 JAG Solicitation. Outline the program's goals and objectives in a manner that easily identifies each goal and its respective objectives by using bulleting, numbering, and/or line breaks.' The 'Goals and Objectives' section includes a text area for input, a rich text editor toolbar with options like Font Family, Font Size, Bold, Italic, Underline, and various alignment and list options, and a status bar at the bottom showing 'Path:' and 'Words:0'. A 'Return to Top' link is located at the bottom right of the form.

1. Provide the requested information:
  - Identify the goals (desired results) and objectives (intermediate steps to achieve goals) of the project
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

## Check yourself...

- 1) Is the form clearly outlined?
- 2) Are the goals clearly stated, realistic, and achievable?
- 3) Are the objectives measurable (e.g. deadline, timeline, quantity) and achievable?

# FORM #8: TYPE OF PROGRAM

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32856 - Non-DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the 2014 JAG Solicitation for additional clarification to complete this form.

**Type of Program**

Type of Program\*

Provide the following information about the program that will be implemented by the requested funds:

- Identify the purpose area for which funds are requested.
- Define the services to be provided by the project.
- Indicate who will provide the services provided by the project.
- Describe how the identified services will be provided.

Give as much detail as possible about your proposed project. Flow charts and outlines to support this narrative description may be included under the "Other Attachments" application form.

If the project is multi-jurisdictional, list the names of agencies associated with the multi-agency effort and the total number of personnel working on the project (grant-funded and non-grant funded).

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[Return to Top](#)

Check yourself...

- 1) Is the information current?
- 2) Is adequate information provided to understand the project's purpose area and the project's intended services?

1. Provide the requested information:
  - Identify the project's purpose area
  - Define the services to be provided by the project
  - Indicate who will provide the services
  - Describe how the services will be offered
  - If the project is multi-jurisdictional, identify 1) the number of agencies associated with the project and 2) the total number of personnel working on the project
2. Click "Save" when complete
3. Review for accuracy
4. If revisions are necessary, click "Edit" and then re-save when completed
5. Click "Mark as Complete" when the form is complete

# FORM #9: PROPOSED SERVICE AREA

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32856 - Non-DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the 2014 JAG Solicitation for additional clarification and examples to complete this form.

**Proposed Service Area**

Proposed Service Area\*

Describe the proposed service area by identifying the following information:

- Geographic area to be served by the project
- Details to easily locate the service area within the state
- Total population within the project's service area
- Any other geographical details (as applicable) pertinent to the project's service area

If the project is multi-jurisdictional, list the names of each agency that has signed the Memorandum of Understanding (MOU). If there are additional areas/agencies in which the project will assist if called upon, clearly identify those areas as well.

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## 1. Provide the requested information:

- Identify geographic area to be served
- Details to easily locate the service area within the state
- Total population in service area
- Other geographic details (as applicable) pertinent to the service area
- If the project is multi-jurisdictional, list the names of each agency that signed the MOU, as well as the names of other areas/agencies that will be served but have not signed the MOU

## 2. Click “Save” when complete

## 3. Review for accuracy

## 4. If revisions are necessary, click “Edit” and then re-save

## 5. Click “Mark as Complete” when the form is complete

### Check yourself...

- 1) Is the information current?
- 2) Is adequate information provided to easily locate the jurisdiction(s) within the state?
- 3) If the project is multi-jurisdictional, does the list of member agencies match up with the MOU?
- 4) If the project is multi-jurisdictional are the names of agencies easily identified as either being signing or non-signing?

# FORM #10: PROJECT IMPLEMENTATION

The screenshot shows a web-based form titled "Application" with a sub-header "Application: 32856 - Non-DTF Test Application". Below this, there are three fields: "Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)", "Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)", and "Proposal Deadline: 06/18/2014". The form has a navigation bar at the top with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the application information, there is an "Instructions" section with a link to the 2014 JAG Solicitation. The main section is titled "Project Implementation" and contains two paragraphs of instructions. The first paragraph states: "If the proposed project is new, explain the actual steps that will be taken to use the resources requested in your application to implement the program. Provide a timeline for having the requested budget items in place so that the project may be considered fully operational." The second paragraph states: "If the proposed project is a continuation or enhancement, explain how current efforts will be continued or actions will be taken to add additional services/activities." Below the instructions is a large text area with a rich text editor toolbar. The toolbar includes options for Font Family, Font Size, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, and other standard text formatting tools. At the bottom of the text area, there is a "Path:" label and a "Words: 0" counter. A "Return to Top" link is located at the bottom right of the form.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32856 - Non-DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the 2014 JAG Solicitation for additional clarification and examples to complete this form.

**Project Implementation**

Project Implementation\*

If the proposed project is new, explain the actual steps that will be taken to use the resources requested in your application to implement the program. Provide a timeline for having the requested budget items in place so that the project may be considered fully operational.

If the proposed project is a continuation or enhancement, explain how current efforts will be continued or actions will be taken to add additional services/activities.

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Path: Words: 0

[Return to Top](#)

1. Provide the requested information:

- If the project is “new”, explain the steps that will be taken to implement the project with the resources requested.
- If the project is a “continuation”, explain how current efforts will be continued and/or action will be taken to add additional services/activities.

2. Click “Save” when complete

3. Review for accuracy

4. If revisions are necessary, click “Edit” and then re-save when completed

5. Click “Mark as Complete” when the form is complete

Check yourself...

- 1) Is the information current?
- 2) Is adequate information provided to understand how the project will either be implemented or will continue operating?

# FORM #11: SUPPLANTING

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32856 - Non-DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Supplanting is defined as taking the place of or replacing with something else. Supplanting is strictly unallowable under this grant program. Federal/state funds cannot be awarded towards budget items that are and will continue to be funded by another source of money. Federal/state funds shall only be used to supplement existing funds.

Refer to the 2014 JAG Solicitation for examples of non-supplanting and supplanting.

**Supplanting**

Supplanting\*

Describe whether or not other federal, state, or local funds are available to the applicant agency for the purpose of the project. Be specific!

If any of the following factors apply to the proposed project, provide information to address the factors that apply:

- If other federal, state, or local monies are available, please address why JAG funding is being requested.
- If the application includes existing costs, explain how those costs are currently being funded and if and when that funding source will cease.
- If program income is anticipated or could be generated as a result of the grant-funded project, explain how those monies will not supplant JAG funds.

Font Family | Font Size | B | I | U | [List Icons] | [Image Icons]

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1. Provide the requested information:
  - Describe if other funds are available for the project. If so, address why JAG funds are being requested.
  - Address any existing costs and the status of its current fund source.
  - Address program income, if such is possible.
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

## Check yourself...

- 1) Is the information current?
- 2) If other funds are available, have you addressed why they cannot be used for this project? Program Income?
- 3) If there are existing costs, have you addressed when and why the current fund source will cease?

# FORM #12: COMMUNITY IMPACT

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Application

Application: 32856 - Non-DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)

Proposal Deadline: 06/18/2014

Instructions

Refer to the [2014 JAG Solicitation](#) for clarification or examples to complete this form.

Community Impact

Community Impact\*

Describe how the proposed project will affect the community(s) that your program will serve and the public safety and crime-related issues within the community(s).

Font Family | Font Size | B I U | [List Icons] | [Link Icon] | [Image Icon] | [Table Icon]

Path: Words:0

Return to Top

## Check yourself...

- 1) Is the information current and accurate?
- 2) Does the information provided tie back to the community and the citizens in that community?

1. Provide the requested information:
  - Describe how the project will affect the community(s) being served
  - Describe how the project will affect the public safety and crime-related issues in the community(s).
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete



# FORM #13: EVALUATION PROCEDURE

Menu    Help    Log Out		Back    Print    Add    Delete    Edit    Save	
<b> Application</b>			
<b>Application: 32856 - Non-DTF Test Application</b>			
Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)			
Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)			
Proposal Deadline: 06/18/2014			
<b>Instructions</b>			
Refer to the <a href="#">2014 JAG Solicitation</a> for clarification or examples to complete this form.			
<b>Evaluation Procedures</b>			
Evaluation Procedures*			
Describe the process to be used to determine the effectiveness and success of your program by providing the following information:			
<ul style="list-style-type: none"> <li>What type(s) of data will be collected?</li> <li>Who will evaluate the collected data?</li> <li>How often will the collected data be evaluated?</li> </ul>			
<div>           Font Family ▾    Font Size ▾               <b>B</b>   <i>I</i>   <u>U</u>              [Text Alignment Icons]              [List Icons]              [Link Icon]              [Unlink Icon]              [Image Icon]              [Table Icon]              [Insert Template Icon]              [Undo Icon]              [Redo Icon]              [Find Icon]              [Print Icon]              [Zoom In Icon]              [Zoom Out Icon]              [Full Screen Icon]              [Refresh Icon]              [Close Icon]         </div>          <div>Path: _____ Words: 0</div>			

## Check yourself...

- 1) Is the information current and accurate?
- 2) Is adequate information provided to clearly identify if, and how, the project will be overseen to ensure success and make adjustments when necessary?

1. Provide the requested information:
  - What type(s) of data will be collected?
  - Who will evaluate the data?
  - How often will the collected data be evaluated?
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

# FORM #14: REPORT OF SUCCESS

The screenshot shows a web-based form titled 'Application' with a sub-header 'Application: 32856 - Non-DTF Test Application'. Below this, it lists 'Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)', 'Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)', and 'Proposal Deadline: 06/18/2014'. The 'Instructions' section refers to the '2013 JAG Solicitation'. The 'Report of Success' section contains two paragraphs of instructions: one for projects not currently supported by JAG funds and another for projects currently supported. Below the instructions is a large text area with a rich text editor toolbar (font family, size, bold, italic, underline, etc.). At the bottom, there is a 'Path:' label and a 'Words:0' counter. A 'Return to Top' link is in the bottom right corner.

1. Provide the requested information:

- If the project is “new”, enter N/A
- If the project is a “continuation”, re-state the goals and objectives from the 2013 JAG application and clearly identify the results of those expectations.

2. Click “Save” when complete

3. Review for accuracy

4. If revisions are necessary, click “Edit” and then re-save when completed

5. Click “Mark as Complete” when the form is complete

Check yourself...

- 1) Is the information clearly outlined?
- 2) Is the information current?
- 3) Is the result of the expectations clearly identified?

# FORM #15: AUDIT REQUIREMENTS

Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

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**Application**

Application: 32856 - Non-DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)

Proposal Deadline: 06/18/2014

---

**Instructions**

This form is necessary for the Missouri Department of Public Safety to gather general audit information relating to your agency. If awarded federal/state grant funds under this application, you will be required, at a later date, to submit a copy of your agency's last financial audit if you meet the following conditions:

An audit is required for the agency fiscal year, when STATE financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of \$250,000 or more is expended by the applicant agency.

An audit is required for the agency fiscal year, when FEDERAL financial assistance, (which consists of funds received directly from the Federal Government or federal funds passed through state agencies), of \$500,000 or more is expended by the applicant agency.

No audit of any type is required when STATE financial assistance of less than \$250,000 or FEDERAL financial assistance of less than \$500,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth-class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

---

**Audit Requirements**

Date last audit was completed:\*

Date(s) covered by last audit:\*

Last audit performed by:\*

Phone number of auditor:\*

Date of next audit:\*

Date(s) to be covered by next audit:\*

Next audit will be performed by:\*

Total amount of financial assistance received from all entities, including the Missouri Department of Public Safety, during the date(s) covered by your agency's last audit, as indicated above.

The **Federal Amount** refers to funds received directly from the Federal Government or federal funds passed through state agencies in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

The **State Amount** refers to funds received directly from the State of Missouri, not including federal pass-thru funds.

Federal Amount:\*

State Amount:\*

[Return to Top](#)

1. Complete the form:
  - Date of Last Audit
  - Dates covered by Last Audit
  - Name of auditing firm
  - Phone number for auditor
  - Date of Next Audit; enter TBD if unknown
  - Dates covered by Next Audit; enter TBD if unknown
  - Name of auditing firm for next audit; enter TBD if unknown
  - Amount of Federal and State assistance received during last audited period
2. Click "Save" when complete
3. Review for accuracy
4. If revisions are necessary, click "Edit" and then re-save when completed
5. Click "Mark as Complete" when the form is complete

## Check yourself...

- 1) Is the form current and accurate?
- 2) Does the form reflect information for the applicant (e.g. city, county, state department)?

# FORM #16: REQUIRED ATTACHMENT

Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32856 - Non-DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the [2014 JAG Solicitation](#) for program-specific guidelines regarding the required attachment.

- To [upload the required document](#), select the respective blue hyperlink below, browse for the document on your computer or disk, enter a short title in the Description box, and click Save.
- To [delete an uploaded file](#), click the recycle bin in the Delete column.
- If the project is not multi-jurisdictional and there is no required document to upload, just select "Mark as Complete".

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use the free, online tool called [PDF Merge](#) if it is necessary to combine multiple 1-page scans into 1 saved document.

The Missouri Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.ppx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach a file type that the Missouri Department of Public Safety does not have software to open or the file is corrupted and cannot be opened, the attachment may not be considered.

NOTE: Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

**Required Attachment**      [Mark as Complete](#) | [Go to Application Forms](#)

Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
<a href="#">Memorandum of Understanding (MOU) (for Multi-Jurisdictional Projects only)</a>						

Last Edited By:

1. To **upload** the required document, click on the blue hyperlink
2. To **delete** an uploaded file, click on the recycle bin in the "Delete" column
3. Click "Mark as Complete" when the form is complete

- **Memorandum of Understanding (MOU)**  
**\*\*REQUIRED ONLY FOR MULTI-JURISDICTIONAL PROJECTS\*\***

Agreement between each municipality and/or political sub-division that pledges to participate in the multi-jurisdictional project.

- Should be current and contain the signatures and date of signature of each member party.
- If the MOU is not re-signed from year-to-year, must include a letter indicating it is still in effect.

Check yourself...

- 1) Is the MOU current & complete?
- 2) Is the file type a commonly used program?
- 3) Is the file password protected?

# FORM #17: OTHER ATTACHMENTS

Applicants not providing additional attachments should just click “Mark as Complete” and continue.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32856 - Non-DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 32555 - 2014 JAG - Non-DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

- To attach any other documents, click "Add".
- To delete an uploaded file, click the recycle bin in the Delete column.
- If you have no additional attachments to include in your application, just select "Mark as Complete".

The Missouri Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.ppx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach a file type that the Missouri Department of Public Safety does not have software to open or the file is corrupted and cannot be opened, the attachment may not be considered.

If this document is saved on a computer or disk, search for the file location and upload it. The Description field should merely name the attachment, not provide extensive details about the attachment.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use the free, online tool called [PDF Merge](#) if it is necessary to combine multiple 1-page scans into 1 saved document.

NOTE: Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

**Other Attachments** [Mark as Complete](#) | [Go to Application Forms](#)

Description	File Name	File Size	Date Uploaded	Delete?
Last Edited By:				

Check yourself...

- 1) Is the attachment relative to the project?
- 2) Is the file type a commonly used program? If not, DPS may not be able to open the file.
- 3) Is the file password protected? If so, need to remove.

Potential “other” attachments:

- Vendor quote
  - Documents to support narrative
  - Letters of support
1. To **upload** an additional document:
    - Click “Add”
    - Browse for the attachment on your computer or storage device
    - Enter a brief title for the document
    - Click “Save”
  2. To **delete** an uploaded file, click on the recycle bin in the “Delete” column
  3. Click “Mark as Complete” when the form is complete

# FORM #18: CERTIFIED ASSURANCES

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 32856 - Non-DTF Test Application**

**Program Area:** Edward Byrne Memorial Justice Assistance Grant (JAG)

**Funding Opportunity:** 32555 - 2014 JAG - Non-DTFs (Test)

**Proposal Deadline:** 06/18/2014

**Instructions**

Refer to the [2014 JAG Solicitation](#) for specific information about the Certified Assurances.

**Certified Assurances**

*To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded.*

**2014 JAG Certified Assurances**

*I am aware that failure to comply with any of the Certified Assurances could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance. Where the Authorized Official is unable to certify to any of the statements in the Certified Assurances, he or she shall provide an explanation below and may attach documentation under the 'Other Attachments' form where needed.*

**I have read and agree to the terms and conditions of the grant.\*** ☐ Yes ☐ No

**If you marked No to the question above, please explain:**

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application.

**Authorized Official Name:\***

**Job Title:\***

**Date:\***

[Return to Top](#)

1. Obtain a copy of the 2014 JAG Certified Assurances and read thoroughly
2. Complete the form
3. Click “Save” when complete
4. Review for accuracy
5. If revisions are necessary, click “Edit” and then re-save when completed
6. Click “Mark as Complete” when the form is complete

## Check yourself...

- 1) Does your Authorized Official agree with the terms and conditions? If not, have you provided a valid reason?
- 2) Did the correct Authorized Official “sign” the form?
- 3) Is the Date reflective of the current funding opportunity?

# STEP #6 - REVIEW/SUBMIT APPLICATION

The screenshot shows the 'Application' page for application 32856. It includes a navigation bar with Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The application details section shows the program area as 'Edward Byrne Memorial Justice Assistance Grant (JAG)', funding opportunity as '32555 - 2014 JAG - Non-DTFs (Test)', and proposal deadline as '06/18/2014'. Below this is an 'Instructions' section with a note about marking forms as complete. The main section is a table titled 'Application Forms' with columns for 'Form Name', 'Complete?', and 'Last Edited'. All forms listed are marked as complete and were last edited on 05/21/2014. At the top right of the table are links for 'Application Details', 'Submit', and 'Withdraw'.

Form Name	Complete?	Last Edited
General Information	✓	05/20/2014
Contact Information	✓	05/21/2014
Project Summary	✓	05/21/2014
Budget	✓	05/21/2014
Brief History of Project Agency	✓	05/21/2014
Statement of the Problem	✓	05/21/2014
Goals and Objectives	✓	05/21/2014
Type of Program	✓	05/21/2014
Proposed Service Area	✓	05/21/2014
Project Implementation	✓	05/21/2014
Supplanting	✓	05/21/2014
Community Impact	✓	05/21/2014
Evaluation Procedure	✓	05/21/2014
Report of Success	✓	05/21/2014
Audit Requirements	✓	05/21/2014
Required Attachment	✓	05/21/2014
Other Attachments	✓	05/21/2014
Certified Assurances	✓	05/21/2014

- Preview Application
  - Read through the entire application
  - Review your budget
  - Have another individual critique your proposal!
- Click "Submit"
  - Confirmation screen will appear
  - Primary Contact will receive confirmation email of submission

- Contact DPS staff at [dpswebgrants@dps.mo.gov](mailto:dpswebgrants@dps.mo.gov) prior to deadline if **revisions are necessary** to a submitted application
- Contact DPS staff at [dpswebgrants@dps.mo.gov](mailto:dpswebgrants@dps.mo.gov) within 24 hours after the deadline if technical issues with WebGrants **prevents you from submitting** your application by the deadline.

# POST-APPLICATION INFORMATION



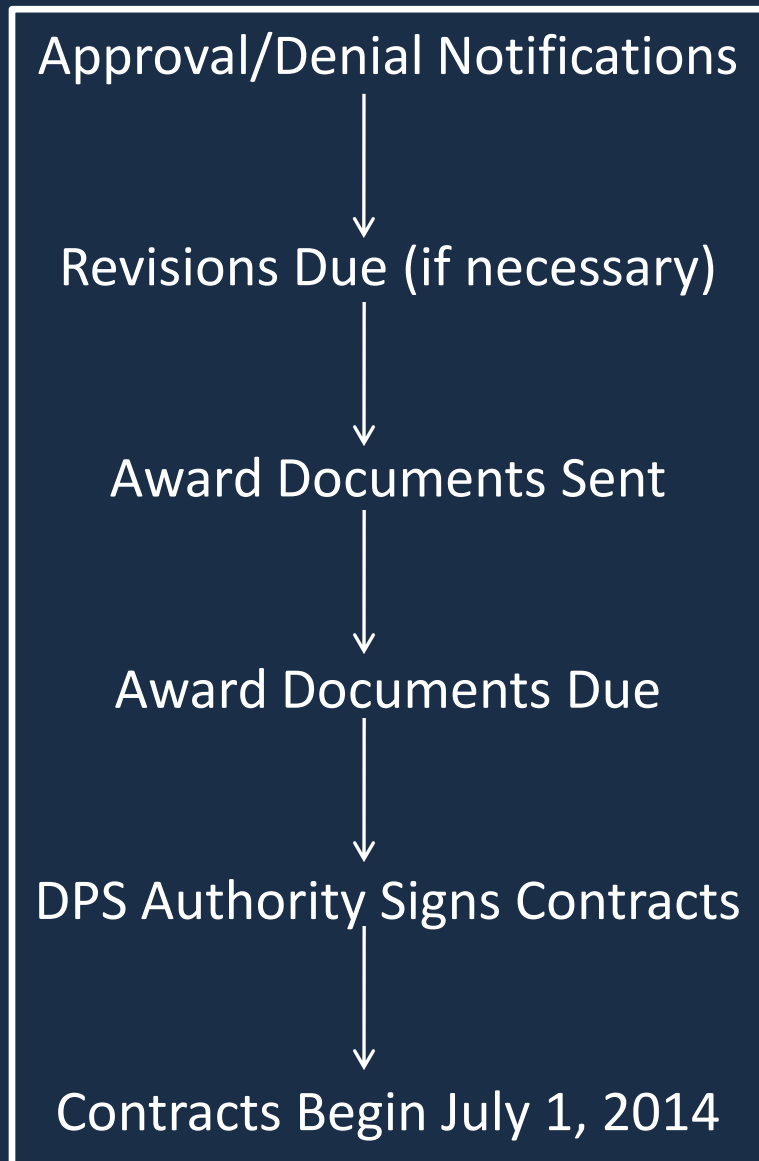
# APPLICATION REVIEW

- Grant Review Meeting: TBD
- Applicants will not be contacted if their application is deficient of information
- Applicants will receive notification via WebGrants following the review meeting; timeframe unknown
- Funding will not be released through any other forum – so please be patient!!

# EVALUATION CRITERIA

- Demonstration the project fits within parameters of JAG Program
- Demonstration of need
- Correlation between the cost of the project and the objectives to be achieved
- Probability of project to meet goals and objectives
- Justification for items being requested
- Demonstration that funds will not be used to supplant other federal, state, or local funds
- Overall quality and completeness of the application
- Compliance with statutory reporting requirements (e.g. UCRs, Racial Profiling, Federal Forfeiture Report)
- Legally binding signature of the proper Authorized Official on Certified Assurances application form
- Availability of funding

# GRANT AWARD & ACCEPTANCE



- Awarded = will be instructed at a later date to print and return:
  - Signed Award of Contract
  - Signed Certified Assurances
  - 'Mandatory Wear' vest policy, if vests are included in budget
  - Application
- Projects must be operational within 60 days of contract period start date
- Must notify in writing if the project is not operational within 60 days
- Must notify in writing if the project is not operational within 90 days; could be subject to termination

# **POST-AWARD REPORTING REQUIREMENTS**

# REPORTING REQUIREMENTS

- Claims – Monthly
  - Submit your actual expenditures for reimbursement
  - Due 10<sup>th</sup> of the month following reporting period
- Status Reports – Quarterly
  - Submit your activities, obstacles, & statistics
  - Due 10<sup>th</sup> of the month following reporting quarter
- PMT Reports – Quarterly
  - Submit your financial and program activities
  - Due 15<sup>th</sup> of the month following reporting quarter

# OTHER RESOURCES

# OTHER AVAILABLE RESOURCES

- COPS Hiring Program

U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) awards grants to hire and train community police professionals. [www.cops.usdoj.gov](http://www.cops.usdoj.gov)

- Bulletproof Vest Program (BVP)

U.S. Department of Justice initiative created in 1998. BVP funds up to 50% of the cost of each vest purchased or replaced.

[www.ojp.usdoj.gov/bvpbasi](http://www.ojp.usdoj.gov/bvpbasi)

- Department of Defense (DoD) Program

Administered by DPS to provide excess military equipment to law enforcement agencies for use in counter-narcotics, counter-terrorism, and officer safety efforts.

<http://www.dps.mo.gov/dir/programs/cjle/dod.asp>

- MO Crime Prevention Information Center

Established within DPS in 1994 as an information clearinghouse for crime prevention efforts. Items such as brochures, coloring books, crayons, pens, bookmarks, key chains, and litterbags are available upon request at no cost (other than shipping). Videos, Fatal Vision Goggles, and the McGruff Costume are also available on a loan basis

<http://www.dps.mo.gov/dir/programs/cjle/crimeprevention.asp>

- Other DPS Grants

<http://www.dps.mo.gov/dir/grants.asp>

**QUESTIONS?**